



TENTH COURT OF APPEALS

Chief Justice
Tom Gray

McLennan County Courthouse
501 Washington Avenue, Rm. 415
Waco, Texas 76701-1373

Phone: (254) 757-5200 Fax: (254) 757-2822

Clerk
Nita Whitener

Justices
Matt Johnson
Steve Smith

STATE JOB TITLE: Deputy Clerk III or IV – Salary Group A16 or A-18
Full-time position, 40 hours per week, Monday-Friday (8 a.m. – 5 p.m.)

JOB POSTING NO. DC-2301 **OPENING DATE:** July 11, 2023
ANTICIPATED START DATE: Immediately **CLOSING DATE:** When filled

FULL-TIME ANNUAL SALARY: A-16 salary range is \$37,918-\$58,130; A-18 salary range is \$42,521-\$67,449 per year based upon qualifications and state funding.

WORK LOCATION: Tenth Court of Appeals, Waco, Texas (State Agency 230). The Court is located in the McLennan County Courthouse and the Court and Courthouse are both smoke-free environments.

GENERAL JOB DESCRIPTION: The person selected will be responsible for performing appellate court administrative work under the supervision of the Clerk of the Court and must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision. Specific duties will include work that involves analyzing and drafting routine appellate documents and assisting the Court in the successful management and processing of appeals. The work is performed with latitude for independent judgment and initiative concerning priorities, methods, and procedures to accomplish assigned duties. Examples of work performed include, but are not limited to:

- Receives, files, and processes documents through the eFile Texas.gov portal
- Data entry into the electronic Texas Appeals Management and e-Filing Systems (TAMES)
- Generates court notices and correspondence to appropriate parties
- Prepares various reports
- Prepares or edits various documents including orders, judgments, and mandates
- Maintains dockets or calendar systems for tracking and managing cases
- Distributes court communications and correspondence by mail and electronically, including court opinions, judgment, orders, and mandates
- Reviews documents for accuracy
- Assists in maintaining official court minutes
- Assists in transferring cases between courts
- Assists in providing information to attorneys, litigants, the public, and other state agencies
- Answers the telephone and assists callers by locating information in the court's database or in hard copy
- Collects court fees, records money received
- May maintain the court's payroll, travel, and related expense systems
- May prepare financial statements and reports and prepare and audit payments, cash, purchase, travel and related vouchers
- Performs related work as assigned

PHYSICAL REQUIREMENTS:

- Ability to move up to 35 pounds of paperwork/files
- Repetitive use of a keyboard at a workstation for long periods of time
- Ability to operate office equipment, including computer, scanner, copier, postage machine, and telephone

WORK EXPECTATIONS: Must be able to:

- Attend work regularly, reliably, and punctually
- Exhibit professional work behavior
- Function cooperatively within a team environment
- Work hours outside 8:00 a.m.-5:00 p.m., if necessary
- Adhere to the court's policies and procedures
- Maintain confidentiality about cases and matters before the court

MINIMUM EXPERIENCE AND EDUCATION REQUIREMENTS:**Minimum Qualifications:**

- High school diploma or GED
- Proficient in computer and typing skills
- Proficient with Microsoft Word, Adobe Acrobat, Excel, and Microsoft Outlook
- Three years experience as a legal assistant, paralegal, court clerk, or similar work experience

Preferred Qualifications:

- Knowledge of appellate procedures and Texas law
- Graduation from an accredited two or four-year college or university (course work in law or a related field is preferred)
- Education and experience may be substituted for one another

APPLICATION PROCESS: To be eligible for consideration, all applicants must submit a State of Texas Application for Employment. State applications are available at WorkinTexas.com. Applications may be hand-delivered or mailed to the Tenth Court of Appeals, McLennan County Courthouse, 501 Washington Avenue, Room 415, Waco, Texas 76701-1373, or e-mailed to beverly.williams@txcourts.gov. **Faxed applications will not be considered.** Applications will be accepted until the position is filled.

Note: The following military occupational specialty (MOS) codes are generally applicable to this position: 27D, 270A, LN, 4421, 4430, 5J0X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk?MOSC_Legal.pdf.

The Tenth Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Pursuant to the Americans With Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.

A background check may be conducted on any applicant for this position. A reference check will be conducted before a final hiring selection is made.